



NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

November 1985

Government Transportation System (GVTS)

TITLE II
Voucher and Invoice Payments Manual

CHAPTER 2
Travel and Transportation Payments

SECTION 5
Government Transportation System (GVTS)

**User Documentation
For Systems
And Processes**



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November 1985

**Voucher and Invoice Payments Manual
Travel and Transportation Payments
Government Transportation System (GVTS)**

Chapter 2

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Travel and Transportation Payments
Government Transportation System (GVTS)**

(reserved)

About This Procedure

This procedure provides instructions for completing forms to process GVTS data. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[Overview](#) describes the processing of forms and provides related background information.

The [Exhibits](#) section includes illustrations such as examples of reports or other graphic information.

The [Appendixes](#) section contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

The [Heading Index](#) provides an alphabetical cross reference for locating information quickly and includes the following:

- All headings and subheadings in the text
- All forms names
- Key words

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Block specifications are printed in italics. Example: **DCN.** (*required, numeric entry; 4 positions*). Enter the document control number.

□ For date blocks, “(mmddyy)” means that you should enter the date in month/day/year order, using leading zeros for single-digit months and days. Example: Enter the date (mmddyy) that the personnel office received the employee’s application.

□ Data that you must enter exactly as shown is printed in **bold italics**. Example: Enter **32**.

□ Emphasized text within a paragraph is printed in **bold**. Example: A **subtotal** of each column and a **grand total** are calculated.

□ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: See the ABC form (**Figure 15**).

□ References to sections within the procedure are printed in bold as shown here. Example: See **Ordering New Individual Cards**.

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To order additional cards....

□ Important extra information is identified as a note. Example: **Note:** Enter only one code.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about processing, contact the Document Review and Batching Unit at **504-255-5586**.

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Travel and Transportation Payments

Government Transportation System (GVTS)

Overview

This procedure is being issued to provide instructions to participating agency offices in the operation of the Government Transportation System (GVTS). The GVTS system allows agencies to obtain transportation tickets for official travel from Heritage Travel, Inc., and to charge the tickets to a unique agency Diners Club, Inc., account instead of the individual traveler's Diners Club credit card or a Government Transportation Request (GTR). The Government Transportation System is authorized by existing General Services Administration (GSA) contracts with Citicorp Diners Club, Inc., and the Federal Travel Management Centers (FTMC's).

To use this GVTS system, the agency's accountable employee responsible for the GVTS account must contact the Office of Finance and Management (OFM) to obtain the agency's 14-digit GVTS account number. The accountable employee must then initiate procedures to establish this account number in the GVTS Account Master File at NFC by submitting Form AD-954, Account Notification – Government Transportation System. When the account has been established at NFC, a report (Notification of GVTS Account Activity) will be produced by the GVTS system to notify the agency of account establishment. **No Purchases Can Be Made With The Account Until This Report Acknowledging Account Establishment Has Been Received By The Agency.**

Once notification of account establishment has been received from NFC, agency travelers can then contact Heritage Travel, Inc., and order transportation tickets. (**Note:** The agency travelers do not need to identify the agency's GVTS account number but only their agency.) Heritage Travel, Inc., will charge the ticket purchase to the appropriate GVTS account and will forward billing information to Diners Club. Diners Club, in turn, will submit a monthly billing via Heritage to the NFC for processing through the GVTS system and for payment to Diners Club.

The National Finance Center is responsible for maintaining a centralized master file of all valid GVTS account numbers and is also responsible for the payment of all GVTS account purchases made by agency offices. Cash management practices and related Treasury regulations have been incorporated into the Government Transportation System subject to the requirements of the Prompt Payment Act (Public Law 97-177) effective October 1, 1982.

Reports will be submitted to the accountable employee for reviewing purchases made with the GVTS account number. Reports will also be furnished to the accountable employee to acknowledge processing of the

AD-954 and detail information established in the NFC master file as a result of the request.

Note: This procedure identifies Heritage Travel, Inc., as the official agency currently under contract to supply tickets through this GVTS program. This program could be expanded to include other travel agencies in the future.

Forms

Form AD-954, Account Notification – Government Transportation System. This form is prepared by the agency and is used as the input document for establishing a new agency account number. Form AD-954 also provides the agency with a method to make changes or corrections to an existing agency account (accountable employee information) or to delete an agency account. The original of the form should be submitted to the NFC address shown below:

USDA National Finance Center
P.O. Box 60000
New Orleans, LA 70160

Reports

A. Notification of GVTS Account Activity

This report is produced by the system each time the Form AD-954, Account Notification – Government Transportation System, requesting a specific type action (add, change, or delete) is processed at the NFC. It is also produced when the Separated or Transferred Accountable Employee – Responsible for GVTS Account turnaround document is processed. The report acknowledges receipt of the AD-954 request or turnaround document and provides the data that has been updated in the GVTS Account Master File. This report is mailed to the T&A Contact Point address of the accountable employee for review to ensure that the master file has been updated correctly. If there is any discrepancy on the information reported, please contact the Travel and Transportation Section at (FTS) **680-5370** or (Commercial) **504-255-5370**. (See [Exhibit 2](#) for a Sample Report – Notification Of GVTS Account Activity.)

B. Monthly Report of GVTS Payment Activity

This report is produced monthly and mailed to the T&A Contact Point address of the accountable employee. It summarizes all GVTS transportation ticket purchases paid by the NFC during the previous month. The report lists each traveler in social security number sequence and details each separate ticket purchase. The report also reflects any credits due agencies as a result of unused or partially used tickets.

This report was designed by the NFC to assist accountable employees in monitoring GVTS activity. It permits the accountable employee to verify that payments were authorized, that the ticket purchases were charged to the correct agency, and that credits due agencies were given. If there is any discrepancy on the report, please contact the Travel and Transportation Section at (FTS) **680-5370** or (Commercial) **504-255-5370**. (See [Exhibit 3](#) for a Sample Report – Monthly Report Of GVTS Payment Activity.)

C. Separated or Transferred Accountable Employee – Responsible for GVTS Account

This report will be produced for use by the appropriate approving official after each pay period in which an accountable employee has been transferred or separated. This report serves a twofold purpose: (a) to notify the responsible approving official when an accountable employee has been separated, transferred to another office location, or has retired, and (b) to request the approving official to designate a new accountable employee.

The report functions as a turnaround document that the approving official can conveniently use to notify NFC that accountability has been transferred to another accountable employee. Space is provided to enter necessary information to establish the new accountable employee on NFC's master file. Once the turnaround document has been processed at the NFC, the Notification of GVTS Account Activity report will be produced by the GVTS system and mailed to the appropriate accountable employee. (See [Exhibit 4](#) for a Sample Report – Separated Or Transferred Accountable Employee – Responsible For GVTS Account.)

Responsibilities

A. Agency Accountable Employees will:

1. Contact the Program Development Staff, Office of Finance and Management (OFM-PDS), to obtain the agency's GVTS account number.
2. Submit a properly prepared AD-954 to the NFC to establish the agency's GVTS account number, to make changes to existing accounts, or to delete accounts in the NFC's master file.
3. Establish adequate internal procedures to safeguard the agency's GVTS account from improper or unauthorized use. For example, tickets could be delivered to a central location to be matched to an AD-202, Travel Authorization, before being released to the traveler.
4. Verify, upon receipt of the "Notification of GVTS Account Activity" report, that action taken on

AD-954's is consistent with agency records. Notify the NFC of any discrepancies appearing on the report.

5. Review the "Monthly Report of GVTS Payment Activity" and notify the NFC of any errors in payments reported. Verify that credit amounts reflected for unused or partially used tickets are correct.

B. Agency Appointing Officials will:

1. Ensure that the accountable employee for their agency maintains proper control of the GVTS account to prevent unauthorized usage.
2. Ensure proper agency procedures are in effect and are followed by the accountable employee to ensure adequate control of the ordering of tickets.
3. Promptly submit a completed AD-954 to the NFC identifying a replacement official when an accountable employee separates or transfers.

C. The National Finance Center will:

1. Establish and maintain a master file of valid GVTS account numbers.
2. Make payment to Diners Club, Inc., on behalf of each agency upon receipt of the automated billing package.
3. Furnish reports of GVTS account activity to the accountable employees for review.

General Processing Guidelines

The following guidelines are provided to assist agencies in the processing of GVTS accounts.

A. Obtaining An Agency Account Number

The accountable employee for each participating agency must contact the Program Development Staff, Office of Finance and Management (OFM-PDS), at (FTS) **382-1215** or (Commercial) **202-382-1215** to obtain their agency's unique account number. **No Purchases Can Be Made With The Account Until It Has Been Established In The GVTS Account Master File At NFC And The Agency Has Received Notification Of Account Establishment From NFC.** (See Paragraph 4B below for establishment procedures.)

The 14-digit GVTS account number is formatted as follows:

- 3889 – identifies Government account
- 9282 – identifies USDA/Heritage
- XX – agency code
- XXXX – assigned by Diners Club, Inc.

B. Establishing An Agency Account Number at NFC

When the agency's account number is obtained from OFM and before its use, the accountable employee must

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prepare and submit directly to the NFC a completed Form AD-954, Account Notification – Government Transportation System. This new form was designed to establish the new GVTS account number in the NFC's master file and to identify the accountable employee responsible for ensuring proper control and usage of the account. When the account has been established in GVTS, a report (Notification of GVTS Account Activity) will be mailed by NFC to the accountable employee detailing the information established in the master file record. Once this report has been received acknowledging account establishment, agencies may begin to procure transportation tickets with the account.

C. Ordering Tickets With The GVTS Account

Once notification of account establishment has been received from NFC, agencies may begin to charge tickets obtained from Heritage Travel, Inc., to the account. Agencies in the metropolitan Washington, D.C., area can contact Heritage Travel by calling 863-4250. Heritage Travel also has a toll free number for calls placed from outside the Washington, D.C. area. This toll free number is **1-800-626-5200**. Both numbers are accessible 24 hours a day, 7 days a week. The following specific information must be provided to the travel agent each time tickets are ordered:

1. Traveler's full name (first name, middle initial, and last name);
2. Traveler's social security number;
3. Name or two-digit code for the agency that will be charged for the payment; if this agency is not the traveler's employing agency, also identify the employing agency;

Note: The traveler does not provide the 14-digit GVTS account number when ordering tickets. Heritage will match the agency name or 2-digit agency code to the appropriate GVTS account.

4. Location at which travel will begin and the destination point;
5. Beginning and ending dates of travel;
6. Appropriate code for type of travel;
 - 1 – Domestic travel (within the 48 states and District of Columbia)
 - 2 – Foreign travel
 - 3 – Transfer-house hunting
 - 4 – Transfer-other
 - 5 – Multiple-person travel
 - 6 – Domestic travel-other (outside the conterminous U.S.)

Note: If the type of travel code is not provided, the travel agent will automatically code the trip as domestic travel or foreign travel depending upon the locations involved. Therefore, the appropriate code should always be furnished.

7. Purpose of travel code that describes the purpose of the trip; (See [Appendix D](#), Purpose of Travel Codes and Definitions.)

8. Travel authorization number from Block 1 of Form AD-202, Travel Authorization;

9. Properly formatted accounting data for the GVTS purchase (maximum 15 positions).

D. Reporting GVTS Transportation Expenses on Form AD-616, Travel Voucher

Transportation tickets purchased with the GVTS account number must be reported on the travel voucher in a special manner as defined below:

In Section B, Transportation Costs, on the front of the AD-616, provide all the information normally requested when transportation is purchased with GTR or an individual's Diners Club charge card. However, instead of a GTR number or the words "Credit Card", insert the words "GVTS ACCOUNT" in the "GTR Number" column. (See [Exhibit 1](#) for a Sample Form AD-616, Travel Voucher.) **Do Not Show The GVTS Account Number On The AD-616 And Do Not Claim Reimbursement For The Cost Of The Ticket On The Voucher.**

– Attach the ticket stub to the voucher.

E. Processing Unused or Partially Used Tickets

The traveler must not send any unused or partially used tickets purchased with the agency's GVTS account to NFC. The traveler is responsible for making arrangements directly with Heritage Travel, Inc., to have the refund for unused or partially used tickets credited on a future Diners Club billing statement submitted to NFC.

Travelers should write "TRIP CANCELED" on the front of unused tickets to prevent unauthorized use. The amount of any refund due the agency (if known at the time the travel voucher is prepared) should be deducted from the total original purchase price of the ticket and only this reduced amount should be shown on the AD-616, Travel Voucher, in Section B.

When credits for refunds of unused or partially used tickets are processed at the NFC, they will be reflected on the Monthly Report of GVTS Payments Activity.

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Section 5

Inquiries

All inquiries related to the Government Transportation System (GVTS) should be directed to the Travel and Transportation Section:

A. Telephone Inquiries

Telephone inquiries should be limited to urgent matters requiring immediate attention or discussion. The number for telephone calls is (FTS) **680-5370** or (Commercial) **504-255-5370**.

B. Written Inquiries

Special requests, inquiries requiring lengthy research, and routine requests for copies of printouts should be submitted on Form AD-354, Request for Special Information. Such requests should be mailed to:

USDA National Finance Center
Travel and Transportation Section
P.O. Box 60000
New Orleans, LA 70160

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**Completion Instructions For Form AD-954, Account Notification – Government
Transportation System**

Completing Form AD-954, Account Notification – Government Transportation System

To complete an AD-954 (**Figure 1**), follow the completion instructions listed below.

Note: The circled numbers below correspond to the circled numbers indicated on the form in **Figure 1**.

① **Account Number** – Enter the 14-digit Diners Club account number obtained from OFM.

② **Action Code** – Enter 1, 2, or 3 as follows:

1 = (ADD) – This action code is used to establish a new GVTS Account Master File. (Complete all circled items on the form.)

2 = (CHANGE) – This action code is used to change or correct information on an established GVTS account number in the GVTS Account Master File. (Complete circled items 1, 2, 3, 7, 9 – 18, 23, and 24.)

3 = (DELETE) – This code is used to delete a GVTS account number and the information from the GVTS Account Master File for an agency account that has been canceled. (Complete circled items 1, 2, 3, 7, 17, 18, 23, and 24.)

③ **Date** – Enter date request is made for AD-954 action.

④ **Diner's Ident No. (DUNS/EIN)** – Enter Diner's 9-digit DUNS number or 9-digit EIN obtained from OFM.

⑤ **Travel Agent's Ident No. (DUNS/EIN)** – Enter 9-digit DUNS number or 9-digit EIN obtained from the Heritage Travel Agency.

⑥ **Travel Agent's Suboffice Code** – Enter "0 /0 /0 /."

⑦ **Agency Code** – Enter 2-digit Agency code from [Appendix A](#).

⑧ **Accounting Station** – Enter the 4-digit accounting station code. (See [Appendix B](#).) Forest Service will use Region (2 digits) and Unit (2 digits).

⑨ **Social Security Number** – Enter your social security number.

⑩ **T&A Contact Point** – Enter the 10-digit contact point of your agency office location.

⑪ **Name** – Enter your last name, first name, and middle initial (maximum 30 positions).

⑫ **Agency Office Address** – Enter the street or P.O. Box address of your agency office location (maximum 35 positions).

⑬ **City** – Enter city name (maximum 20 positions).

⑭ **State** – Enter 2-position alpha code identifying the state.

⑮ **Zip Code** – Enter the 5-digit or 9-digit zip code.

⑯ **Phone Number** – Enter your telephone number (area code, number) of your agency office. Check the appropriate block to indicate if number is FTS or Commercial.

⑰ **Signature** and

⑱ **Date** – Enter your signature and enter date.

Approving Official Identification

⑲ **Social Security Number** – Enter your social security number.

⑳ **T&A Contact Point** – Enter the 10-digit contact point of your agency office location.

㉑ **Name** – Enter your last name, first name, and middle initial (maximum 30 positions).

㉒ **Phone Number** – Enter your telephone number (area code, number) of your agency office. Check the appropriate block to indicate if number is FTS or Commercial.

㉓ **Signature, Title** and

㉔ **Date** – Enter these associated items as they provide approval documentation.

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ACCOUNT NOTIFICATION - GOVERNMENT TRANSPORTATION SYSTEM					
ACCOUNT NUMBER (14) <div style="text-align: center;">1</div>	ACTION CODE (1) <div style="text-align: center;">2</div>	DATE (MM, DD, YY) (6) <div style="text-align: center;">3</div>	ACTION CODES 1 = ADD 2 = CHANGE 3 = DELETE		
DINER'S CLUB IDENT. NO. (DUNS/EIN) (9) <div style="text-align: center;">4</div>	TRAVEL AGENT'S IDENT. NO. (DUNS/EIN) (9) <div style="text-align: center;">5</div>		TRAVEL AGENT'S SUBOFFICE CODE (3) <div style="text-align: center;">6</div>		
AGENCY CODE (2) <div style="text-align: center;">7</div>		ACCOUNTING STATION (4) <div style="text-align: center;">8</div>			
ACCOUNTABLE EMPLOYEE (Read Privacy Act Statement Below)					
SOCIAL SECURITY NUMBER (9) <div style="text-align: center;">9</div>			T&A CONTACT POINT (10) <div style="text-align: center;">10</div>		
NAME (Last - 17, First - 12, Middle Initial - 1) (30) <div style="text-align: center;">11</div>					
AGENCY OFFICE ADDRESS (35) <div style="text-align: center;">12</div>					
CITY (20) <div style="text-align: center;">13</div>		STATE (2) <div style="text-align: center;">14</div>	ZIP CODE (5) <div style="text-align: center;">15</div>		
PHONE (Area Code and Number) (10) <div style="text-align: center;">16</div>	FTS	COMM	SIGNATURE <div style="text-align: center;">17</div>	DATE <div style="text-align: center;">18</div>	
APPROVING OFFICIAL (Read Privacy Act Statement Below)					
SOCIAL SECURITY NUMBER (9) <div style="text-align: center;">19</div>			T&A CONTACT POINT (10) <div style="text-align: center;">20</div>		
NAME (Last - 17, First - 12, Middle Initial - 1) (30) <div style="text-align: center;">21</div>					
PHONE (Area Code and Number) (10) <div style="text-align: center;">22</div>	FTS	COMM	SIGNATURE AND TITLE <div style="text-align: center;">23</div>		DATE <div style="text-align: center;">24</div>

Privacy Act Statement

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93--579): The Social Security Number (SSN) on the AD-954 is mandatory and will be used as an employee identifier as authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN serves as a primary validation for accountability, payment authority, and reporting required in the administration of U.S. Department of Agriculture's centralized travel system. (Authority delegated under 7 CFR 2.75).

MAIL COMPLETED FORM TO:

USDA - NATIONAL FINANCE CENTER
P.O. BOX 60,000
NEW ORLEANS, LA 70160

**USE OF
WINDOW ENVELOPE
IS OPTIONAL**

FORM AD-954 (USDA) 12/85

Figure 1. Form AD-954 Account Notification – Government Transportation System

Exhibits

Voucher and Invoice Payments Manual

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Exhibit 1

Sample Form AD-616, Travel Voucher

SECTION A - IDENTIFICATION										TRAVEL VOUCHER									
NAME (Last)					(First)					(Middle Initial)					MAILING ADDRESS OF CHECK				
SOCIAL SECURITY NUMBER					PURPOSE OF TRAVEL					DATES FOR TRAVEL EXPENSES					SALARY CHECK ADDRESS				
AGENCY NUMBER					AD-202 NUMBER					MO DAY YEAR MO DAY YEAR					NON-GOVERNMENT TRAVELER OR NEW HIRE				
ORGANIZATION					OFFICIAL DUTY STATION (City and State)					OFFICIAL DUTY STATION (City and State)					T&A CONTACT POINT				
SECTION B - TRANSPORTATION COSTS										SECTION D - CLAIMS									
GTR NUMBER					AMOUNT					STATE OR REGION NUMBER					OTHER UNIT NUMBER				
1 GVTS ACCOUNT					304.00					1 PER DIEM					NO. DAYS				
2										2 MILEAGE					MILES				
3										3 OTHER TRAVEL									
4										4 CAR RENTAL									
5										5 COMMON CARRIER									
6										6 ACTUAL SUBSISTENCE									
7										7 MISCELLANEOUS									
8										8 REAL ESTATE EXPENSE									
9										9 TEMPORARY QUARTERS									
10										10 TOTAL CLAIM									
11										11 TRAVEL ADVANCE									
12										12 AMOUNT OF VOUCHER									
13										13 AMOUNT OUTSTANDING									
14										14 ADDITIONAL ADVANCE									
15										15 AMOUNT REPAYED (Check or money order attached)									
16										16 REMAINING ADVANCE									
17										17 BALANCE (Line 15 minus Line 16)									
18										18 NET TO TRAVELER									
19										19 TOTAL DIFFERENCE									
SECTION C - ACCOUNTING CLASSIFICATION										AUDITED BY (Examiner's initials)									
DISTRIBUTE																			
TOTAL CLAIM																			
AMOUNT FROM																			
SECTION D TO																			
THE																			
APPLICABLE																			
ACCOUNTING																			
CLASSIFICATION																			
LINE																			
SECTION E - CERTIFICATIONS																			
FRAUDULENT CLAIM - Falsification of an item in an expense account works a forfeiture of the claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287; L.D. 1001).																			
CLAIMANT'S RESPONSIBILITIES AND SIGNATURE																			
I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein.																			
I have received no payment for claims shown herein. All travel and reimbursement claims are submitted to the United States Government. I have reviewed this voucher and certify it to be correct.																			
CLAIMANT'S SIGNATURE AND DATE																			
PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested is for the purpose of recording travel expenses incurred by the employee and to claim other allowances. The information requested is for the purpose of recording travel expenses incurred by the employee and to claim other allowances. The information requested is for the purpose of recording travel expenses incurred by the employee and to claim other allowances.																			
APPROVING OFFICER'S RESPONSIBILITIES AND SIGNATURE																			
In approving this voucher, I have determined that:																			
(1) Reimbursement is claimed for official travel only.																			
(2) Use of rental car, taxicab, or other special conveyance for which reimbursement is claimed is to the Government's advantage.																			
(3) Long distance phone calls and supplies or equipment purchased are necessary and in the interest of the Government. NOTE: To approve long distance phone calls, approving officer must have written authorization (JCS 6800).																			
CHECK ONE: <input type="checkbox"/> AD-202 ATTACHED <input type="checkbox"/> AD-202 SUBMITTED PREVIOUSLY																			
NAME AND TITLE (Type or print)																			
DATE																			
PHONE (Area Code and number)																			
FTS COMM																			
NOTICE: Upon completion and approval submit original voucher to:																			
USDA, National Finance Center, P. O. Box 60000, New Orleans, Louisiana 70160																			
Exception to SF 1012 approved by OIRM 5/83																			

U. S. DEPARTMENT OF AGRICULTURE FORM AD-616 (Approved Comp. Gen. 9/72) (REV. 4/84)

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Chapter 2

Exhibit 2

Sample Report – Notification Of GVTS Account Activity

REPORT NO. GVTS1002	U. S. DEPARTMENT OF AGRICULTURE	PAGE 1
DATE 09/10/85	NATIONAL FINANCE CENTER	
	GOVERNMENT TRANSPORTATION SYSTEM	
	NOTIFICATION OF GVTS ACCOUNT ACTIVITY	
	11 50 0920 00	
	USDA-FS GREEN MOUNTAIN NATL FOREST	
	P. O. BOX 519	
	RUTLAND VT 05701	
TRANSACTION	ACCOUNT NUMBER	AGENCY SOC. SEC. NO
		ACCOUNTABLE EMPLOYEE NAME
		TELEPHONE NUMBER
		TRAVEL AGENT
		DUNS NO/EIN NO
ADDITION	44444444444444	11 XXX-XX-XXXX
		XXXXXX, XXXX
		504-255-5513
		A00010099

Sample Report – Monthly Report Of GVTs Payment Activity

DATE	09/09/85	U. S. DEPARTMENT OF AGRICULTURE	PAGE	1				
REPORT NO	GVT56001	NATIONAL FINANCE CENTER						
		GOVERNMENT TRANSPORTATION SYSTEM						
		MONTHLY REPORT OF GVT5 PAYMENT ACTIVITY						
ACCOUNT NO	840190700300001							
ACCOUNTABLE EMP	X. XXXXXX							
SOCIAL SECURITY NO	XXX XX XXXX							
11 33 0922 00 USDA-FS-WHITE MOUNTAIN NAT'L FOREST P O BOX 638 LACONIA, NH. 03246								
SOC SEC NUMBER	TRAVELERS NAME	TICKET NUMBER	TYPE OF TRAVEL	CLASS OF TRAVEL	PURPOSE OF TRAVEL	DATE ISSUED	TICKET AMOUNT	AUTH NUMBER
XXX XX XXXX	X. XXXXXXXX	1111111111111111	HOUSEHUNTING	1ST CLASS	RELOCATION	07/25/85	59.00	111111111
XXX XX XXXX	X. XXXXXXXX	9999999999999999	HOUSEHUNTING	1ST CLASS	RELOCATION	07/25/85	59.00	111111111
XXX XX XXXX	X. XXXXXXXX	112233445566778	TRANSFER	COACH	RELOCATION	07/25/85	159.00	222222222
XXX XX XXXX	X. XXXXXXXX	1345441447894-64	TRANSFER	COACH	RELOCATION	07/25/85	159.00	222222222
XXX XX XXXX	X. XXXXXXXX	2222222222222-22	TRANSFER	COACH	RELOCATION	07/25/85	159.00	222222222
XXX XX XXXX	X. XXXXXXXX	3554135748874-42	TRANSFER	COACH	RELOCATION	07/25/85	159.00	222222222
XXX XX XXXX	X. XXXXXXXX	8888888888888-22	TRANSFER	COACH	RELOCATION	07/25/85	159.00	222222222
XXX XX XXXX	X. XXXXXXXX	5555555555555-55	DOMESTIC	COACH	SITE VISIT	07/25/85	109.15	555555555
TOTAL TICKETS	8				TOTAL AMOUNT		1,022.15	

Exhibit 4

**Sample Report – Separated Or Transferred
Accountable Employee – Responsible For GVTS Account**

REPORT NO.	GVTIS1204	U. S. DEPARTMENT OF AGRICULTURE			
DATE	09/06/85	NATIONAL FINANCE CENTER			
		GOVERNMENT TRANSPORTATION SYSTEM			
		SEPARATED OR TRANSFERRED ACCOUNTABLE EMPLOYEE - RESPONSIBLE FOR GVT'S ACCOUNT			
		02 06 3290 94	USDA-AMS-DAIRY DIV		
		630 SANSOME ST	ROOM 754		
		SAN FRANCISCO	CA 94111		
THE SEPARATED/TRANSFERRED EMPLOYEE IDENTIFIED BELOW WAS RESPONSIBLE FOR THIS GVT'S ACCOUNT.					
ACCOUNT NUMBER	ACTION CODE	AGENCY CODE			
84019070020001	1	02			
SEPARATED/TRANSFERRED ACCOUNTABLE EMPLOYEE					
NAME	SOCIAL SECURITY NO	TELEPHONE NO			
XXXXXXXX, XXXXXX X.	XXX XX XXXX	504-255-5513			
USE THIS FORM TO PROVIDE THE INFORMATION PERTAINING TO THE NEW ACCOUNTABLE EMPLOYEE. RETURN THE COMPLETED FORM TO THE NATIONAL FINANCE CENTER TO UPDATE THE ACCOUNT DATA.					
NEW ACCOUNTABLE EMPLOYEE					
SOCIAL SECURITY NO	T&A CONTACT POINT	TELEPHONE NO	FTS	COMMERCIAL	
LAST NAME		FIRST NAME	MIDDLE INITIAL		
SIGNATURE _____ DATE _____					

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Appendixes

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Chapter 2

Appendix A

Agency Codes

<u>CODE</u>	<u>AGENCY NAME</u>	<u>ABBR.</u>
01	USDA, Office of the Secretary	SEC
02	USDA, Agricultural Marketing Service	AMS
03	USDA, Agricultural Research Service	ARS
05	USDA, Agricultural Stabilization and Conservation Service	ASCS
07	USDA, Farmers Home Administration	FmHA
08	USDA, Federal Crop Insurance Corporation	FCIC
09	USDA, Extension Service	ES
10	USDA, Foreign Agricultural Service	FAS
11	USDA, Forest Service	FS
12	USDA, National Agricultural Library	NAL
13	USDA, Office of Governmental and Public Affairs	OGPA
14	USDA, Office of the General Counsel	OGC
15	USDA, Rural Electrification Administration	REA
16	USDA, Soil Conservation Service	SCS
18	USDA, Economics Research Service	ERS
19	USDA, Economic Analysis Staff	EAS
20	USDA, Statistical Reporting Service	SRS
22	USDA, Cooperative State Research Service	CSRS
23	USDA, Office of Inspector General	OIG
26	USDA, Office of Energy	OE
28	USDA, Packers & Stockyards Administration	P&SA
29	USDA, Agricultural Cooperative Service	ACS
30	USDA, Food and Nutrition Service	FNS
32	USDA, Office of Rural Development Policy	ORDP
34	USDA, Animal and Plant Health Inspection Service	APHIS
35	USDA, Economics Management Staff	EMS
36	USDA, Federal Grain Inspection Service	FGIS
37	USDA, Food Safety and Inspection Service	FSIS
38	USDA, World Agricultural Outlook Board	WAOB
39	USDA, Office of Grants and Programs Systems	OGPS
42	USDA, Office of Budget and Program Analysis	OBPA
43	USDA, Office of International Cooperation and Development	OICD
45	USDA, Office of Transportation	OT
48	USDA, Human Nutrition Information Service	HNIS
76	USDA, Office of Information Resources Management	OIRM
78	USDA, Office of Management Reform	OMR
90	USDA, Office of Finance and Management	OFM
92	USDA, Office of Administrative Law Judges	OALJ
94	USDA, Office of Advocacy and Enterprise	OAE
96	USDA, Office of Personnel	OP
98	USDA, Office of Operations	OO

September, 1985

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NAME07 REPORT 02				
AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS
11	0010	FS	USDA FOREST SERVICE R-10 REG DIRECTOR OF FISC & ACCT MNGT P O BOX 230 JUNEAU, ALASKA 99802	
11	0011	FS	USDA, FOREST SERVICE OFFICE OF BUDGET & FINANCE FOREST PRODUCTS LABORATORY PO BOX 5130 MADISON WIS 53705	
11	0013	FS	USDA - FOREST SERVICE FISCAL AGENT P O BOX 2417 WASHINGTON D C 20013	
11	0022	FS	USDA-FS INTERMOUNTAIN FOREST & RANGER EXP. 507 25TH STREET OGDEN, UT 84401	
11	0023	FS	USDA-FS NORTH CENTRAL FOREST EXPERIMENT STA. 1992 FOLWELL AVENUE ST. PAUL, MN 55108	
11	0024	FS	USDA-FS NORTHEASTERN FOREST EXPERIMENT STAT 370 REED ROAD BROOMALL, PA 19008	
11	0026	FS	USDA-FS PACIFIC NW FOREST & RANGE EXPERIMEN 809 NE SIXTH AVENUE PORTLAND, OR 97232	
11	0027	FS	USDA FOREST SERVICE PSW B&F FOREST SERVICE P O BOX 245 BERKELEY CA 94701	

DATE PREPARED: 10/08/85		USDA NATIONAL FINANCE CENTER		
NAME07 REPORT 02				
AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS
16	0002	SCS	USDA - SCS STATE OFFICE SOIL CONSERVATION SERVICE SUITE 129 - PROFESSIONAL BLDG. 2221 E. NORTHERN LIGHTS BLVD. ANCHORAGE, ALASKA 99504	
16	0004	SCS	USDA - SOIL CONSERVATION SERVICE ARIZONA ADMINISTRATIVE OFFICER 201 EAST INDIANOLA AVENUE SUITE 200 PHOENIX, ARIZONA 85012	
16	0005	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER ROOM 2405 FEDERAL OFFICE BLDG 700 WEST CAPITOL LITTLE ROCK ARK 72201	
16	0006	SCS	USDA SCS STATE OFFICE PERSONNEL DIVISION 2828 CHILLES ROAD DAVIS CALIF 95616	
16	0008	SCS	USDA SOIL CONSERVATION SERVICE DIAMOND HILL - 3 RD FLOOR BUILDING A 2490 WEST 26TH AVENUE DENVER, COLORADO 80211	
16	0009	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER MANSFIELD PROFESSIONAL PARK STORRS CONN 06268	
16	0011	SCS	USDA - SOIL CONSERVATION SERVICE NHQ ADMINISTRATIVE OFFICER P.O. BOX 2890 WASHINGTON, D.C. 20013	
16	0012	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 401 SE FIRST AVENUE ROOM 248 GAINESVILLE, FL 32601	
				</

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AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS			
16	0048	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 101 SOUTH MAIN STREET TEMPLE, TEXAS 76501				
16	0049	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER FEDERAL BUILDING P O BOX 11350 ROOM 4012 SALT LAKE CITY UT 84147				
16	0050	SCS	USDA - SOIL CONSERVATION SERVICE VERMONT ADMINISTRATIVE OFFICER 69 UNION STREET WINDSOR, VERMONT 05404				
16	0051	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER P O BOX 10026 400 N. EIGHTH ST. RICHMOND VA 23240				
16	0053	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 360 U S COURTHOUSE W 920 RIVERSIDE AVENUE SPOKANE, WA 99201				
16	0054	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 75 HIGH STREET P O BOX 865 MORGANTOWN WV 26505				
16	0055	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 4601 HANWESLEY RD MADISON WISCONSIN 53711				
16	0056	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICER 100 EAST B STREET ROOM 3124 CASPER WYOMING 82601				

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NAME07 REPORT 02					
AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS	
16	0060	SCS	***** * NAME AND ADDRESS IS NOT ***** * ON THE NAME06 ADDRESS FILE * *****		
16	0061	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICE 160 EAST 7TH STREET CHESTER, PA 19013		
16	0061	SCS	USDA SOIL CONSERVATION SERVICE STATE ADMINISTRATIVE OFFICE 160 EAST 7TH STREET CHESTER, PA 19013		
16	0062	SCS	USDA SOIL CONSERVATION SERVICE TECHNICAL SERVICE CENTER P.O. BOX 6567 FORT WORTH TEXAS 76115		
16	0063	SCS	USDA, STATE ADMINISTRATIVE OFFICE SOIL CONSERVATION SERVICE FEDERAL BLDG US COURTHOUSE RM 345 LINCOLN, NE 68508		
16	0064	SCS	USDA, ADMINISTRATIVE OFFICE WEST TECHNICAL SERVICE CENTER SOIL CONSERVATION SERVICE 511 N.W. BROADWAY, ROOM 209 PORTLAND, OREGON 97209		
16	0072	SCS	USDA SOIL CONSERVATION SERVICE CARIBBEAN AREA OFFICE RM 633 FEDERAL BLDG. GPO BOX 4868 HATO REY SAN JUAN PUERTO RICO 00936		
16	0075	SCS	USDA - SOIL CONSERVATION SERVICE NHO ADMINISTRATIVE OFFICER P.O. BOX 2890 WASHINGTON, D. C. 20250		
16	0078	SCS	USDA SOIL CONSERVATION SERVICE ACCOUNTING OFFICER ROOM 6227, SOUTH BUILDING P.O. BOX 2890 WASHINGTON, D. C. 20013		

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AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS	
18	0010	ERS	USDA-ECONOMIC RESEARCH SERVICE BUDGET AND FINANCE DIVISION ROOM 1422, SOUTH BUILDING WASHINGTON, DC 20250		
19	0010	EAS	USDA, ECONOMIC ANALYSTS STAFF BUDGET AND FINANCE DIVISION ROOM 1422 SOUTH BLDG WASHINGTON, D.C. 20250		
20	0010	SRS	USDA-STATISTICAL REPORTING SERVICE BUDGET AND FINANCE DIVISION ROOM 1422, SOUTH BUILDING WASHINGTON, DC 20250		
22	0091	CSRS	USDA-COOPERATIVE STATE RESEARCH SER COOPERATIVE MANAGEMENT STAFF ROOM 3910 SOUTH BUILDING WASHINGTON, D.C. 20250		
23	0010	OIG	DIRECTOR OF MGMT. & BUDGET STAFF USDA, OFFICE OF INSPECTOR GEN'L P.O. BOX 2883 WASHINGTON, D. C. 20013		
26	0010	OE	USDA OFFICE OF ENERGY C/O O & F, BUDG SERVICES BRANCH BUDGET OFFICER 14TH & INDEPENDENCE AVENUE ROOM 10A WASHINGTON, D.C. 20250		
28	0010	PSA	USDA - P & SA ATTN: KAY LEE ROOM 3038 SOUTH BUILDING 14TH & INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20250		
29	0010	ACS	MARKETING & INSPECTION MANAG STAFF ROOM 1726-SOUTH 14TH & INDEPENDENCE AVE., SW WASHINGTON, D.C. 20250		
30	0001	FNS	USDA, FNS ACCOUNTING & REPORTING DIVISION 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22302		

Accounting Station Codes And Locations

DATE PREPARED: 10/08/85	USDA NATIONAL FINANCE CENTER		
NAME07 REPORT 02	AGENCY	ACCOUNTING STATION	ACRONYM
	32	0032	ORDP
	USDA-OFFICE OF RURAL DEV POLICY		
	C/O FARMERS HOME ADMIN		
	DIRECTOR OF NATL FINANCE OFFICE		
	1520 MARKET STREET		
	ST. LOUIS, MO 63103		
	34	0079	APHIS
	USDA ANIMAL AND PLANT HEALTH		
	INSPECTION SERVICE		
	FINANCIAL SERVICES		
	BUTLER SQUARE WEST, 5TH FLOOR		
	100 NORTH SIXTH STREET		
	MINNEAPOLIS, MINN. 55403		
	35	0010	EMS
	USDA-ECONOMICS MANAGEMENT STAFF		
	BUDGET AND FINANCE DIVISION		
	ROOM 1422, SOUTH BUILDING		
	WASHINGTON, DC 20250		
	36	0004	FGIS
	CHIEF, FINANCIAL MGMT BRANCH		
	RESOURCES MGMT DIVISION		
	USDA-FGIS		
	ROOM 0633-SOUTH BLDG		
	1400 INDEPENDENCE AVE, S.W.		
	WASHINGTON, D.C. 20250		
	37	0037	FSIS
	USDA FOOD SAFETY & INSP SERV		
	FINANCE DIV TECH SERV & ACCT BR		
	14TH & INDEPENDENCE AVE, S.W.		
	WASHINGTON, D.C. 20250		
	38	0010	WA0B
	USDA-WORLD AGRIL OUTLOOK BOARD		
	BUDGET & FISCAL DIV		
	FINANCIAL MANAGEMENT BRANCH		
	ROOM 1416		
	WASHINGTON, D.C. 20250		
	39	0091	DGPS
	USDA - OFFICE OF GRANTS AND PROGRAM		
	COOPERATIVE MANAGEMENT STAFF		
	ROOM 3910, SOUTH BUILDING		
	WASHINGTON, D.C. 20250		

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AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS	REMARKS
42	0010	ORPA	OFFICE OF BUDG. & PROG. ANALYSIS ROOM 1166 ADMINISTRATION BUILDING ADMINISTRATIVE OFFICE 14TH & INDEPENDENCE AVENUE, S.W. WASHINGTON, D.C. 20250	
43	0010	OTCD	USDA - OFFICE INTL COOP. & DEVEL ROOM 4119 AUDITORS BLDG. WASHINGTON, D.C. 20250	
45	0010	OT	USDA-OFFICE OF TRANSPORTATION FISCAL OPER AND SYS BR/FSD 14TH & INDEPENDENCE AVE. SW ROOM 3969 SOUTH BLDG WASHINGTON, DC 20250	
48	0010	HNIS	USDA-HUMAN NUTRITION INFORMATION SE ADMINISTRATIVE ACCOUNTING UNIT ROOM 205 WEST AUDITORS BLDG. WASHINGTON, DC 20250	
76	0040	OTRM	USDA, OFF. OF INFO RESOURCES MGMT 3825 EAST MULBERRY ST. FORT COLLINS, CO 80521	
78	0010	OMR	OFFICE OF MGMT AND REFORM U.S. DEPT OF AGRICULTURE ADMINISTRATION BUILDING ROOM 234-W 14TH & INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20250	
90	0010	OFM	USDA, NFC RAY LEBLANC	

DATE PREPARED: 10/08/85		USDA NATIONAL FINANCE CENTER	
NAME07 REPORT 02			
AGENCY	ACCOUNTING STATION	ACRONYM	NAME AND ADDRESS
92	0010	DALJ	OFFICE OF MANAGEMENT & FINANCE FISCAL MANAGEMENT UNIT FISCAL & ADMINISTRATIVE STAFF ROOM 2448-S WASHINGTON, DC 20250
94	0010	OAE	OFFICE OF ADVOCACY AND ENTERPRISE U.S. DEPARTMENT OF AGRICULTURE ROOM 2305 AUDITORS BUILDING WASHINGTON, DC 20250
96	0010	OP	OFFICE OF MANAGEMENT & FINANCE FISCAL MANAGEMENT UNIT FISCAL & ADMINISTRATIVE STAFF ROOM 2448-S WASHINGTON, DC 20250
98	0010	00	USDA, OFFICE OF OPERATIONS ROOM 113 WEST ADMIN BLDG WASHINGTON, D.C. 20250

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Appendix C
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Accounting Code Formats

This exhibit reflects the accounting formats used on all feeder documents that carry accounting classifications. Accounting classifications consist of fields and subfields that vary in size according to the number of assigned positions. The fields and subfields are divided by solid lines. Fields A, B, and D are not subdivided, while Field C has two subfields and Field E has four subfields. Agency entries in a field or subfield must contain the exact number of digits as shown in the exhibit. Spacing is not required when more than one element is contained within a field. Digits may be entered in any manner inside the borders defining the position spacing of the field or subfield. Leading zeros are used when required.

FIELDS	A	B	C	D	E	
POSITIONS	5	10	5 3	4	1 4 1 2	
CAS	12345	6789012345	 		 	See Note <u>1</u> /
11-FS			 		123456	See Note <u>2</u> /
36-FGIS			 		123456	See Note <u>3</u> /
37-FSIS			 		123456	See Note <u>4</u> /

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Accounting Code Formats

NOTE 1/ The following agencies are serviced by the Central Accounting System (CAS), and use these positions to show their accounting classification codes. Each agency is assigned a specific number of positions, but no more than 21. Digits are entered consecutively without spacing beginning in Field A.

<u>Agency</u>	<u>Format of Positions</u>	<u>Number of Positions</u>
01-USDA, SEC	XXXXXXXX	8
02-USDA, AMS	XXXXXXXX	9-10
03-USDA, ARS	XXXXXXXXXXXX	10-14
05-USDA, ASCS	XXXXXXXXXXXX	9-16
07-USDA, FmHA	XXXXXXXXXXXX	15
08-USDA, FCIC	XXXXXXXX	11
09-USDA, ES	XXXXXXXXXXXX	10-14
10-USDA, FAS	XXXXXXXXXXXX	15
12-USDA, NAL	XXXXXXXXXXXX	10-14
13-USDA, OGPA	XXXXXXXX	11
14-USDA, OGC	XXXXXXX	8
15-USDA, REA	XXXXXXX	7
16-USDA, SCS	XXXXXXXXXXXXXXXX	15-17
18-USDA, ERS	XXXXXXXXXXXX	12
19-USDA, EAS	XXXXXXXXXXXX	12
20-USDA, SRS	XXXXXXXXXXXX	12
22-USDA, CSRS	XXXXXXXXXXXX	10-14
23-USDA, OIG	XXXXXXX	7
26-USDA, OE	XXXXXXXXXXXX	12
28-USDA, P&SA	XXXXXXX	8
29-USDA, ACS	XXXXXXXXXXXX	12
30-USDA, FNS	XXXXXXXXXXXX	10
32-USDA, ORDP	XXXXXXXXXXXX	15
34-USDA, APHIS	XXXXXXXXXXXX	10
35-USDA, EMS	XXXXXXXXXXXX	12
38-USDA, WAQ3	XXXXXXXXXXXX	12
39-USDA, OGPS	XXXXXXXXXXXX	10-14
42-USDA, OBPA	XXXXXXX	7
43-USDA, OICD	XXXXXXXXXXXX	12
45-USDA, OT	XXXXXXX	8
48-USDA, HNIS	XXXXXXXXXXXX	10
76-USDA, OIRM	XXXXXXX	8
78-USDA, OMR	XXXXXXX	8
90-USDA, OFM	XXXXXXX	8
92-USDA, OALJ	XXXXX	5
94-USDA, OAE	XXXXXXX	8
96-USDA, OP	XXXXXXX	7
98-USDA, OO	XXXXXXX	8

Accounting Code Formats

NOTE 2/ The Forest Service (FS), which is serviced by the CAS, uses this field for their accounting codes. Accounting codes entered in this field are called management codes. Management codes are 6 positions in length with a prior year designator, when applicable, in the seventh position of Field E. Prior year designators are: "A" for FY1978, "B" for FY1979, "C" for FY1980, "E" for FY1981, "F" for FY1982, "H" for FY1983, "J" for FY1984, and "K" for FY1985.

NOTE 3/ The Federal Grain Inspection Service (FGIS), which is serviced by the CAS, uses this field for their accounting codes. Accounting codes entered in this field are called management codes. Management codes are 6 positions in length with a prior year designator, when applicable, in the seventh position of Field E. Prior year designators are: "8" for FY1978, "9" for FY1979, "0" for FY1980, "1" for FY1981, "2" for FY1982, "3" for FY1983, "4" for FY1984, and "5" for FY1985.

NOTE 4/ The Food Safety and Inspection Service (FSIS), which is serviced by the CAS, uses this field for their accounting codes. Accounting code entered in this field are called management codes. Management codes are 6 positions in length with a prior year designator, when applicable, in the seventh position of Field E. Prior year designators are: "8" for FY1978, "9" FY1979, "0" for FY1980, "1" for FY1981, "2" for FY1982, "3" for FY1983, "4" for FY1984, and "5" for FY1985.

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Appendix D

Purpose Of Travel Codes And Definitions

<u>CODE</u>	<u>PURPOSE OF TRAVEL</u>	<u>DEFINITION</u>
1	Site visit	Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.
2	Information meeting	Attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be Site Visit.
3	Training Attendance	To receive training.
4	Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5	Conference attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6	Relocation	To move from one official duty station to another (same as a Permanent Change of Station or PCS move).
7	Entitlement travel	Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g., official vacation or home leave; medical, emergency, and education travel.
8	Special mission travel	To carry out a special agency mission; e.g., non-combat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other non-employees.
9	Other travel	To travel for reasons (purposes) which are not shown in one of the other eight (8) categories.

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